



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF THE GREAT LAKES
COASTAL ZONE MANAGEMENT PROGRAM REQUEST FOR PROPOSALS
The State is authorized to provide grant assistance pursuant to the Coastal Zone Management Act of 1972, as amended,

COASTAL ZONE MANAGEMENT PROGRAM
FISCAL YEAR 2017 REQUEST FOR PROPOSALS

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I. Introduction

Bordered by four Great Lakes, Michigan is graced with the world's longest freshwater coastline. The Michigan Coastal Zone Management (CZM) Program, housed in the Office of the Great Lakes, promotes wise management of the cultural and natural resources of Michigan's Great Lakes coastal areas by fostering environmental stewardship through the development and application of tools, science-based policies and effective regulation.

The CZM Program provides grant funds to our coastal communities and partners to assist in the development of vibrant and resilient coastal communities through the protection and restoration of our sensitive coastal resources and biologically diverse ecosystems, and development of coastal recreation and tourism opportunities. These grant funds are made available by the National Oceanic and Atmospheric Administration (NOAA), pursuant to the Coastal Zone Management Act (CZMA) of 1972. The CZM Program anticipates \$700,000 in grant funds will be available in the funding cycle covered by this Request for Proposals (RFP).

The CZM Program strongly encourages interested applicants to contact program staff early in the proposal development process for assistance and guidance. Complete applications will be evaluated for funding based on the following considerations:

- CZM Program Focus Area preferences
- Overall quality and clarity of the application
- Organizational capability of the applicant to complete the project as proposed
- Project readiness and feasibility for completion within the specified grant period
- Degree of public benefit to be derived from the project
- Measurability of project outcomes
- Extent to which the project leverages private and other public resources

Please contact the following individuals for the following project types:

Public Access/Water Quality:	Cheri Meyer	517-290-2110	Meyerc2@michigan.gov
Coastal Habitat/Coastal Hazards:	Matt Warner	517-284-5051	Warnerm1@michigan.gov
Coastal Community Development:	Matt Smar	517-284-5049	Smarm@michigan.gov

II. CZM Program Focus Area

The CZM Program has five focus areas: Public Access, Coastal Habitat, Coastal Hazards, Coastal Water Quality, and Coastal Community Development.

A. Public Access

The Great Lakes are a primary focus for recreation and tourism in Michigan. The CZM Program protects, restores, creates, and enhances public access to the Great Lakes using approaches that support coastal communities, foster appreciation of our natural resources, and create tourism opportunities.

Examples of projects eligible for CZM support are comprehensive plans for non-motorized trails, including research, surveys, and mapping to support the planning process; assessments of existing trails to identify and analyze gaps in access, signage, user amenities; development of engineering/design plans; and low-cost construction of universally accessible pathways, boardwalks, floating docks, pervious launching areas, canoe/kayak storage racks, or other site amenities.

Preference will be given to projects that:

- Increase and improve universal public access to the Great Lakes with the use of sustainable materials for construction
- Develop trail towns, by linking recreational trails with tourism opportunities, through the development of a Trail Town Master Plan that provides a framework for capital improvement, or implementing Trail Town Master Plan recommendations
- Conduct educational and outreach activities to improve public and coastal decision maker's understanding and stewardship of trail towns and coastal community trail access to the Great Lakes and connecting waters, and its importance to communities and the economy

B. Coastal Habitat

The CZM Program is committed to protecting, managing, and restoring sensitive coastal habitats, including wetlands and sand dunes. Coastal wetlands serve as spawning and nesting habitat for a variety of animals, help maintain water quality, provide erosion control, and offer recreational and tourism opportunities. Michigan is home to the world's largest expanse of freshwater sand dunes, and protection of these resources and the habitat they provide remains a significant focus of the program.

Examples of projects eligible for support are on-the-ground protection and restoration projects for Great Lakes beaches, sand dunes, coastal wetlands, streams, and nearshore habitat; feasibility studies and planning for habitat protection, restoration, and resource management, and inventories of natural features that are incorporated into a local or statewide plan.

Preference will be given to projects that:

- Implement invasive species early detection, response, and strategic control with a focus on restoration and mitigation of impacts in coastal areas
- Assist coastal communities to develop vulnerability assessments for improving the resiliency of coastal wetlands to climate change impacts

C. Coastal Hazards

The CZM Program supports efforts to increase a community's resilience to coastal erosion and flood hazards. Increased resilience may be achieved by increasing scientific knowledge and public awareness of coastal erosion and flooding risk, as well as activities that direct coastal development away from areas prone to Great Lakes flooding and erosion. The application of naturalized coastal systems, including living shorelines and a Systems Approach to Geomorphic Engineering (SAGE)(see <http://www.sagecoast.org>), towards mitigating coastal hazards rather than solely using traditional hard engineered shore protection (e.g., seawalls, revetments) is another desirable approach toward improved coastal hazards resilience. Projects working to improve beach safety at publically-owned beaches to reduce risks to swimmers from dangerous nearshore currents (including rip currents) and waves are also sought. Projects may be regional, community-based, or site-specific in scale and may consist of planning, research, or implementation activities.

Examples of projects eligible for support include geospatial data collection and analysis efforts that foster improved decision-making; updating a community plan, zoning ordinance, or overlay zone to focus on coastal hazards risk reduction; conducting research to improve understanding of local coastal processes and/or vulnerability a community faces from coastal erosion and/or coastal flooding; and developing education and outreach tools (e.g., visualization tools, story maps) that inform about Great Lakes coastal hazards.

Preference will be given to projects that:

- Promote increased use of soft shore protection methods including living shorelines and those incorporating a SAGE along Michigan's Great Lakes coast
- Develop regional GIS coastal hazard-related data sets and/or decision-support tools including coastal nearshore process information, coastal geology, the built coastal environment (e.g., building footprints, shore-protection structure inventories), and an inventory of local shoreland policies and ordinances
- Foster managed retreat efforts on publically-owned lands aimed to move threatened infrastructure away from eroding coasts. Managed retreat projects may include research (detailed geological site investigations) and/or site planning and design

D. Coastal Water Quality

The CZM Program is committed to the protection of high quality waters through the protection, restoration, and enhancement of critical coastal resources such as wetlands and beaches. There are important water quality benefits and potential cost savings from protecting high quality waters and preventing impairments in waters that currently meet water quality standards.

Examples of projects eligible for CZM support include the development of ordinances, policies, and /or plans addressing the management of coastal nonpoint source pollution; on-the-ground implementation activities to protect and improve beach health at publicly-owned Great Lakes beaches, such as the installation of soft-engineering stormwater infiltration and diversion systems, the reduction or elimination of impervious surfaces, and the installation of landscape design features that discourage waterfowl from congregating on the beach; education and outreach activities to improve public understanding of the importance of protecting high quality waters of the Great Lakes and connecting waters, and its importance to communities; and training events that provide coastal decision makers with knowledge and tools to comprehensively plan for protecting high quality waters.

Preference will be given to projects that:

- Implement management measures for nonpoint source pollution to restore and protect coastal waters, including the planning and implementation of green infrastructure techniques and low-impact development while preserving natural spaces
- Develop watershed management plans to protect high-quality waters
- Implement best management practices of the Michigan's Clean Marina Program

E. Coastal Community Development

The CZM Program supports coastal community efforts to plan and manage future growth and development on lands adjacent to the coast, while protecting coastal natural resources, maritime heritage resources, water-dependent livelihoods and recreation, and other assets and activities that contribute to the community's sense of place.

Examples of projects eligible for CZM support are port and waterfront redevelopment plans, form-based codes and overlay districts, development and promotion of regional coastal tourism and recreation opportunities, engineering studies, feasibility studies, market analyses, tourism asset inventories, natural features inventories, and other research designed to inform community planning, zoning, and development efforts. Competitive proposals incorporate techniques and tools for fostering inclusive, creative, and informed citizen participation. Community land use plans and zoning ordinances must be developed in accordance with the requirements of applicable state planning and zoning enabling statutes.

Preference will be given to projects that:

- Encourage waterfront commercial and recreational uses that are resilient to changing Great Lakes water levels
- Prioritize development or redevelopment of properties in urbanized areas and avoid development of coastal habitats, floodplains, and open space
- Create multi-jurisdictional strategies to build coastal resilience on Michigan's Great Lakes coastline

III. **Funding Availability**

A. Who is Eligible

- Coastal units of government including cities, counties, villages, and townships
- Regional planning agencies
- Universities and school districts
- Tribal governments
- Nonprofit organizations

B. Who is Ineligible

An applicant for which any of the following conditions existed in the 12 months prior to the application deadline for this RFP is not eligible for funding:

- DEQ grant contract terminated
- Unresolved DEQ enforcement actions
- History of inability to manage or meet DEQ contractual terms and conditions

Note: nonprofit organizations are not eligible to propose low-cost construction projects.

C. Grant Amounts

No less than \$10,000 and no greater than \$100,000.

Project Location

Low-cost construction projects (e.g., footprint) must be located entirely within the approved Michigan's CZM Program coastal boundary. Other projects must lead to improved coastal management within the CZM boundary. Please refer to the [coastal zone boundary maps](http://www.mi.gov/coastalmanagement) available through www.mi.gov/coastalmanagement.

D. Match Requirement

A 1-to-1 non-federal match is required for all projects. Applicants are to provide documentation of committed match funds. Match may be in the form of cash, in-kind services, or donations.

E. Project Award Period

The anticipated project start date is October 1, 2016, and up to 15 months from start date of the project. Projects will be evaluated on project readiness and feasibility for completion within this time frame.

F. Ineligible uses for grant funds

- Land acquisition projects
- Plans and designs for general recreational and athletic facilities such as playground equipment, ball fields and courts
- Plans and designs for restroom facilities

- Dredging projects including removal of contaminated sediments
- Roadway design projects
- Recreation plans
- Purchase of general purpose equipment such as computers, cameras and/or printers
- Large-scale beach renourishment or hard structure erosion control projects
- Permit fees

G. Application Deadline

Complete applications must be postmarked, or hand-delivered, no later than December 18, 2015.

H. Application Submittal

Provide an electronic copy of the application (MS Word or text file) and associated materials as described below on a CD or USB flash drive (non-returnable) with a hardcopy cover letter signed by an authorized representative of the applicant on the applicant's letterhead.

Note: faxed or emailed submissions will not be accepted and late or incomplete applications will not be considered for funding.

IV. Information for Applicants

Proposal information will not be kept confidential. Grant proposals are considered public information under the Michigan Freedom of Information Act, PA 442 of 1976, as amended.

Successful applicants will be required to enter into a grant agreement with the DEQ which includes standard terms and conditions which are not subject to modifications. Failure of a successful applicant to accept these obligations will result in cancellation of the grant award.

V. Application Package

Applications can be no more than 10 pages in length with text no smaller than 11-point font size. Maps and illustrations, as required for low-cost construction projects, are not subject to the overall application length limit. Additionally, letters of resolution and support are not subject to overall application length limit. A cover letter signed by an authorized representative of the applicant and on the applicant's letterhead must accompany the application. Applications submitted to:

Michigan Coastal Zone Management Program
Office of the Great Lakes
Department of Environmental Quality
P.O. Box 30473
Lansing, Michigan 48909-7973

A. Application Cover Page

The cover page should list the project title, location, (e.g., city, township, village), county and the relevant Great Lake or connecting waterway. It must clearly state the grant amount requested, match amount provided and total project cost, if greater than the sum of the grant and match amounts. Information about the applicant must include:

- Applicant agency or organization name
- Applicant mailing address
- Authorized representative's e-mail address

- Authorized representative's telephone number
- Authorized representative's fax number
- Applicant Federal ID#
- Applicant DUNS #
- Name, title, and contact information of a contact person, if different from that of the applicant's authorized representative
- Congressional District, State Senate District, and State House District numbers of project location

B. Proposed Project Summary

Provide brief summary of the proposed project including the name of the applicant organization and partners, if relevant, the coastal resources that are the focus of the effort, and the coastal significance and primary outcomes of the project.

C. Detailed Proposed Project Description

The following information is required in the detailed proposed project description:

- Project scope, why the project is needed, and how it addresses the CZM Program Focus Area preferences
- List of key project tasks and the outcome(s) of each task
- List of deliverable(s)
- Project schedule showing the progress and completion of key project tasks by quarter. The schedule must show that all tasks will be completed within project period
- Source of match
- Project coordinates in decimal degree format or expressed in degrees, minutes, seconds. If no specific project point location (e.g., regional or statewide study) please provide coordinates for the location of your organization and label as such

Additional Information Required for Low-cost Construction Projects (e.g., 306A – earth moving activities)

i. Provide the following:

- Specific location of construction project (e.g., county and, where available, coordinates or street address)
- Site conditions (e.g., natural habitat, already disturbed, brownfield, degraded, etc.)
- Timing of construction activities
- Construction materials
- Construction operation practices

ii. If a user fee will be charged to the public to access the project, provide an explanation for the user fee, including the amount, whether there will be differential fees (and a justification thereof), the need for the fees, and proposed use of the revenue.

iii. List and Describe Direct, Indirect, and Cumulative Impacts of the Following:

- Coastal uses
- Marine mammals (provide list of mammals present and activities, noise, etc. that would result in the "take" of marine mammals. "Take" under the Marine Mammal Protection Act (MMPA) means the act or attempt to harass, hunt, capture, kill or collect)

- Essential Fish Habitat (list essential fish habitat present and describe the project's impact to reduce the quantity or quality as designated by NOAA's National Marine Fisheries Service NMFS)
- List historic properties, including archeological resources and historic structures of traditional religious and cultural importance to federally-recognized American Indian Tribal Governments and any potential adverse impacts or otherwise detrimental effects to these resources and structures, or to the long-term conservation of fish, wildlife, and other natural resources

iv. If the project is located in a Special Flood Hazard Area as depicted on a National Flood Insurance Rate Map, identify the specific flood zone(s) (e.g., V1-30 zone, A1-30 zone) and indicate whether the community is participating in the National Flood Insurance Program.

The following information, if relevant, is strongly encouraged to increase the competitiveness of the application:

- Explanation of how the proposed project is consistent with existing plans and ordinances
- Indication of local support for the project, and identification of agencies or organizations partnering on the project. Letters of support from the public and letters of commitment from project partners may be included in the application submittal as hardcopies or Portable Document Format (PDF) files and will not count toward the 10-page application limit
- A letter from each entity contributing match, with amount specified, must be received and will not count toward the 10-page application limit
- Description of how the proposed project leverages other technical or financial resources

v. Property Ownership Type

a. Public Ownership Affidavit

If the property on which construction will occur is not subject to easements or other encumbrances held by a party other than the applicant, prepare and submit a hard copy or a PDF version of a Public Ownership Affidavit. Example can be found at

www.mi.gov/documents/deq/deq-ogl-czmp-PublicOwnershipAffidavit_407110_7.doc.

b. Attorney Title Opinion

If property on which construction will occur is subject to easements or other encumbrances held by a party other than the applicant, prepare and submit a hard copy or a PDF version of an Attorney Title Opinion. Example can be found at [www.mi.gov/documents/deq/deq-ogl-czmp-](http://www.mi.gov/documents/deq/deq-ogl-czmp-AttorneyTitleOpinion_407108_7.doc)

[AttorneyTitleOpinion_407108_7.doc](http://www.mi.gov/documents/deq/deq-ogl-czmp-AttorneyTitleOpinion_407108_7.doc).

vi. Project Site Map/Plan and Photographs

Submit an 8 ½" x 11" drawing of the project site map/plan including project dimensions (e.g., size and height) along with photographs of the proposed construction location. The drawing should include the proposed low-cost construction project (or other physical alteration) on the project site showing the relationship of the project to other facilities and significant natural features such as slope, access points, wetlands, dunes, floodplains, etc. Distinguish between existing and proposed components of the site. A master plan for the site, if one exists, and sketches necessary to fully explain the project should be included.

vii. Documentation of Endangered or Threatened Species

Provide a list of threatened or endangered species or critical habitat in the project area and submit documentation that either none exist in the project area, or if species or habitats are present or would

potentially be impacted, that the project will not likely have an adverse impact on endangered or threatened species or habitat (i.e., a letter or e-mail from the relevant service(s) stating no adverse impacts with an explanation).

D. Project Tasks and Schedule

Display time lines for major tasks, target milestones for critical intermediate and final products and key project outcomes/deliverables.

Tasks	Oct-Dec 2016	Jan-Mar 2017	Apr-June 2017	Jul-Sep 2017	Oct-Dec 2017	Outcome/Deliverables
1.						
2.						
3.						
4.						
5.						

E. Organizational Capability

Describe the qualifications of the individual(s) anticipated to work on the project and the past experience of the applicant in managing grant projects.

F. Detailed Project Budget

Download and itemize project components using the *Detailed Budget* available at: www.mi.gov/documents/deq/deq-mcmp-CZM-Grant-budget-form_407422_7.xls. The completed budget spreadsheet file should be included in the CD or USB flash drive with the application and will not count toward the 10-page application limit.

VI. Resolution of Support

Applications from local units of government must include a resolution of support or equivalent authorization from the legislative body. The resolution of support may be included in the submittal as a hardcopy or PDF file and will not count toward the 10-page application limit. An example can be found at: www.mi.gov/documents/deq/deq-ogl-czmp-ResolutionofSupport_407111_7.doc

VII. Supporting Information

A. Additional Information Required for Projects Creating GIS or Environmental Data

i. Geospatial Data Sharing Requirements

In accordance with the NOAA Data Sharing Policy, all NOAA-funded projects require the following:

- Geospatial data and Geographic Information System (GIS) information collected and/or created under a NOAA grant will be made accessible and independently understandable to users
- Information provided must be visible, accessible, and understandable to users
- Data be free of charge or available at a minimal cost
- Information be made available in a timely manner (typically no later than two (2) years after the data is collected/created) except when limited by law, regulation, policy, or by security requirements

This policy applies to newly created data and not existing information that will be modified or used in projects. This policy does not apply to geospatial data that is created/maintained internally for planning purposes and is not shared outside of your organization. Applicants are required to submit the form entitled “NOAA Data Sharing Plan” found at [http://www.michigan.gov/documents/deq/FINAL NOAA Data Sharing Plan Document - MTW-GB 434732 7.doc?20130930092422](http://www.michigan.gov/documents/deq/FINAL_NOAA_Data_Sharing_Plan_Document_-_MTW-GB_434732_7.doc?20130930092422).

In the event the proposed project is awarded grant funding, the grantee creating the GIS information must satisfy the following requirements. Additional information will be provided on these conditions during grant contract award development:

- Develop Federal Geographic Data Committee Compliant Metadata
- Expose/export metadata to geo.data.gov, the federal government’s one-stop geospatial portal
- Publish your grant funded data layers online for free public access

ii. Quality Assurance Project Plan

In the event that a grant creates new environmental data, a project-specific Quality Assurance Project Plan (QAPP) will be required by the CZM Program. Environmental data is any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. For projects requiring a QAPP, the QAPP must be submitted in early phases of the grant project and must be approved by the CZM Program prior to commencement of the environmental data collection. Expenses incurred from any environmental data collection conducted prior to final CZM Program approval of the QAPP will not be reimbursed or eligible as match.